

7.資格要件／身体条件 Qualification/Physical Requirements

- a. Must be a college or university graduate with specialized education in mechanical, structural or electrical/electronics engineering field, **OR** possess an official engineering license in a related field.
- b. One year of specialized technical or administrative work experience equivalent at 1-6 level in the related work, **OR** possession of doctorate degree in accredited graduate school in a related field may qualify him/her at 1-7 level.
- c. Knowledge of professional engineering concepts, principles, methods and practices in mechanical, structural or electrical/electronics field to serve as a project engineer for work concerned with ship's machinery and electrical/electronics systems/equipment and hull structures including unconventional or extraordinarily complex problems.
- d. Skill in operating personal computer such as Microsoft Word, Excel and Outlook.
- e. Ability to apply and adapt standard engineering practices/guides/precedents to meet specific engineering requirements.
- f. Ability to coordinate and take leading action with various job related sections for task accomplishment.
- g. Ability to speak, read and write English at exceptional proficiency level (LD-4).

*An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below.

1-6: a. Must be a college or university graduate with specialized education in mechanical, structural or electrical/electronics engineering field, **OR** possess an official engineering license in a related field.

b. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work, **OR** possession of Master's Degree in a related field may qualify him/her at 1-6 level.

1-5: a. Must be a college or university graduate with specialized education in mechanical, structural or electrical/electronics engineering field, **OR** possess an official engineering license in a related field.

b. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work, **OR** completion of 4-years college/university in a related field may qualify him/her at 1-5 level.

* Handicapped applicants may be accepted, depending on the degree and kind of disability.

英語力 English Language Proficiency : 必要なし None 初級 Basic 中級 Intermediate 上級 Advanced 特段の能力
Exceptional

学歴 Educational Background : N/A

免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8

8.提出するもの Application and Associated Documents

職務状況
Working
Condition

* 空席応募用紙 Application for Vacancy Announcement

* 専門職務経歴書 Resume of Specialized Work Experience

*の記入は Complete * in 日本語で Japanese 英語で English どちらでも Either

大学卒業証明書又は卒業証書の写し（機械、構造、電気、電子工学科）又は関連分野における公的な免許状の写し

Copy of Educational Background (major in Mechanical, Structural, or Electrical/Electronics Engineering) OR official license in a related field.

家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』

If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"

英語の能力を証明するものの写し Certificate of English Proficiency (Copy)

82円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)

12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)

日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy

9. 応募書類提出先 Office to Submit

内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員のみの場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base Applicants will be rated ineligible.

1. 内部応募者（現 MLC/IHA 従業員）提出先 (米海軍横須賀基地日本人雇用課 (HRO)) :

Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):

〒238-0001 神奈川県横須賀市泊町 1 番地 PSC 473 BOX 22 CNRJ HRO N132 内線/Extension 243-8152

〒238-0001 1 Banchi Tomari-cho, Yokosuka PSC 473 BOX 22 CNRJ HRO N132

米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置してあります。毎日午前 0600 時より、午後 0600 時までこの箱への応募書類の提出が可能です。

Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.

2. 外部応募者（非従業員）提出先 :

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) 管理第一係 電話番号 Phone 046-828-6959

Off Base Applicants must submit to:

〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka Yokosuka Branch of LMO/IAA Management #1 Section

受付時間：月曜—金曜、0830-1730 時（日本の祭日を除く）。雇用条件等のご質問はこちらにお問い合わせ下さい。 Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) . Please contact LMO/IAA for questions on conditions of employment.

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC: SRF-JRMC Manpower Division (C1160)

軍電 (DSN) 243-5245

PD No.: SRFJRMC-245-001

PD is accurate and current. Certified by Activity: ys

HRO: (rcvd: 3/16) as 3/16 ms 3/16 (5/8) as 5/8 (5/21) js 5/21 (7/7) as 7/8 (10/14) as 10/15

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered. 提出された応募書類はお返ししません。Submitted applications will not be returned.

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成 15 年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。